

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
DIVISION OF MANAGEMENT SERVICES  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 4--Receivables 2.1	EFFECTIVE DATE: 12/5/94
TITLE: Receivables--Other DHFS and State Agencies	REVISION DATE: 01/23/02
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 1

**POLICY**

Timely billing and collection of receivables to other DHFS organizations and state agencies is required. It is **imperative** all receivables are paid within DHFS before the end of current fiscal year pursuant to Wisconsin Statute section 20.903.

**PROCEDURES**

For accounts receivable from recipient units within DHFS and other state agencies:

- a. The provider will send the recipient a 30-day past due notice to effect collection if payment has not been received within 30 days after the due date of the original invoice.
- b. If payment is not received within 60 days of the original due date of the invoice, the billing organization will send a collection letter stating the original due date of the invoice, and a date of the 60-day collection letter.
- c. The Accounts Receivable Specialist in BFS will notify the Section Chief of the Processing Section of any accounts unpaid 10 days after a 90-day collection letter and installment agreement form has been sent to the receiving organization, and submit documentation of collection efforts to date. This documentation should identify contact persons in the provider and recipient's units.
- d. The Section Chief of the Processing Section will review the issue and recommend a course of action to the Accounts Receivable Specialist in BFS.
- e. Appropriate action will be taken after approval of the BFS Director. This action may include referral to higher level management, partial payments, full payments, or cancellation of the invoice as appropriate.

**CONTACT PERSON**

Section Chief  
Processing Section  
Bureau of Fiscal Services